



DEPARTMENT OF THE ARMY
HEADQUARTERS, US ARMY GARRISON
2837 BOYD AVENUE
FORT HUACHUCA ARIZONA 85613-7001

REPLY TO
ATTENTION OF

ATZS-CDR (15)

05 JAN 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: POLICY 013 – Vehicle Passes for Nongovernmental Affiliated Personnel

1. This policy establishes the criteria and procedures for issuing temporary vehicle passes to nongovernmental affiliated personnel.
2. Passes will be issued to nongovernmental affiliated personnel on an as needed basis. Personnel must request in writing, through the Director of Emergency Services to the Garrison Commander, stating the reason they are requesting issuance of a pass.
3. Passes will be issued for a period of up to one year at which time the individual must reapply.
4. The following individuals are eligible to apply:
 - a. Federal, state, county, and city officials who frequently require access to Fort Huachuca but otherwise do not meet registration criteria for a temporary pass.
 - b. Individuals who have a valid reason to access or transit Fort Huachuca on a recurring basis. The burden of proof for this category is substantial. Applicants are encouraged to provide as much information as possible to support their request.
5. Individuals requesting a pass must possess and provide copies of the following:
 - a. A valid state driver's license.
 - b. A valid state registration.
 - c. Proof of insurance.
6. Once the pass has been authorized, the pass must be displayed in the windshield of the vehicle whenever the vehicle passes through one of the gates or is being operated on post.
7. The installation pass may be revoked at the authority of the Garrison Commander when any of the following conditions exist:
 - a. The registrant knowingly permits the operation of the motor vehicle by an individual whose driving privileges are revoked or suspended or is not authorized access to Fort Huachuca.

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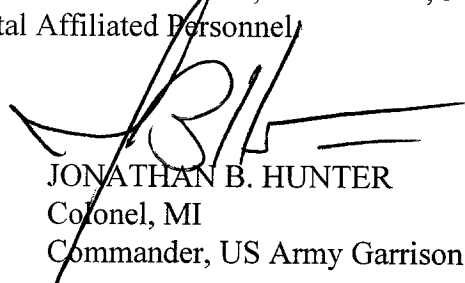
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- b. The registrant knowingly makes a false statement when applying for an installation pass.
 - c. The registrant fails to maintain the required liability insurance on the vehicle.
 - d. The registrant commits misconduct while on Fort Huachuca.
 - e. The conditions meriting the pass no longer exists.
8. Requests for temporary passes should be mailed to:

**Commander
US Army Garrison
ATTN: ATZS-PS
Building 31043
Fort Huachuca, AZ 85613-7012**

9. Proponent for this policy is the Directorate of Emergency Services, US Army Garrison, Fort Huachuca, AZ 85613-7012.

10. This memorandum supersedes policy memorandum USAAG, ATZS-CDR, 5 Nov 02, subject: Policy – Vehicle Passes for Nongovernmental Affiliated Personnel



JONATHAN B. HUNTER
Colonel, MI
Commander, US Army Garrison

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